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ABSTRACT

Focusing on driving occupations, this document is one in a series of forty-one reprints from the Occupational Outlook Handbook providing current information and employment projections for individual occupations and industries through 1985. The specific occupations covered in this document include intercity busdrivers, local transit busdrivers, local truckdrivers, long-distance truckdrivers, parking attendants, route drivers, taxi-cab drivers, and occupations in the trucking industry. The following information is presented for each occupation or occupational area: a code number referenced to the Dictionary of Occupational Titles; a description of the nature of the work; places of employment; training, other qualifications, and advancement; employment outlook; earnings and working conditions; and sources of additional information. In addition to the forty-one reprints covering individual occupations or occupational areas (CE 017 757-797), a companion document (CE 017 756) presents employment projections for the total labor market and discusses the relationship between job prospects and education. (BM)

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Driving Occupations

Reprinted from the
Occupational Outlook Handbook,
1978-79 Edition.

U.S. Department of Labor
Bureau of Labor Statistics
1978

Bulletin 1955-18

Containing the midpoints of the legs of right triangle *RST*, where pt. (−5, 5), *S* is pt. (1, 1), and *T* is pt. (3, 4).

Containing the longer diagonal of a quadrilateral whose vertices pts. (2, 2), (−2, −2), (1, −1), and (5, 4).

Show that the equations $y - 1 = \frac{1}{2}(x + 3)$ and $y - 4 = \frac{1}{2}(x$ are equivalent.

An equation of the line containing pts. (−2, 3) and (4, −1) as written in the form $y - 3 = -\frac{1}{2}(x + 2)$ or in the $y + 1 = -\frac{1}{2}(x - 4)$, depending upon which point you take as (x_1, y_1). Show that the two equations are equivalent.

Show that the equations are equivalent.

$$y - y_1 = \frac{y_2 - y_1}{x_2 - x_1}(x - x_1) \qquad y - y_2 = \frac{y_1 - y_2}{x_1 - x_2}(x - x_2$$

Write the equation of a line through pt. (p, q) and parallel to a containing pts. (a, b) and (c, d). $(a \neq c)$.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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CE 017 772

DRIVING OCCUPATIONS

Nearly 2.5 million truck, bus, and taxi drivers moved passengers and goods over highways and city streets in 1976. Some drivers are behind the wheel practically all their working time. Others also spend part of their time loading and unloading goods, making pickups and deliveries, and collecting money. Route drivers do some selling as well as driving. For this reason route drivers are discussed in the chapter on sales occupations elsewhere in the *Handbook*. The individual sections that follow cover long-distance and local truckdrivers, intercity and local busdrivers, parking attendants, and taxi drivers. Not covered are school busdrivers, chauffeurs, ambulance drivers, or employees for whom driving is only incidental to their regular duties.

Employment of long-distance and local truckdrivers is expected to expand through the mid-1980's as more and more freight is moved by trucks. Employment of busdrivers also is expected to increase as intercity passenger travel continues to grow and as cities expand their transit systems. Employment in other driving occupations is not expected to change much, but many new employees will be hired to replace those who retire, die, or stop working for other reasons.

Driving jobs offer excellent opportunities for persons who are not planning to attend college. The pay for most drivers is relatively high, and working conditions are fairly good. Many persons also will enjoy the freedom from close supervision and the frequent contact with people that are characteristic of most driving jobs.

INTERCITY BUSDRIVERS

(D.O.T. 913.363 and 913.463)

Nature of the Work

In many smaller towns and cities, buses provide the only public transportation to other communities. In large cities, they are an alternative to railroad and airline transportation and, in many cases, provide more frequent service.

When busdrivers report to the terminal or garage, they are assigned buses and pick up tickets, report blanks, and other items needed for their trips. They inspect their buses carefully to make sure the brakes, steering mechanism, windshield wipers, lights, and mirrors work properly. They also check the fuel, oil, water, and tires, and make certain that the buses are carrying safety equipment, such as fire extinguishers, first-aid kits, and emergency reflectors.

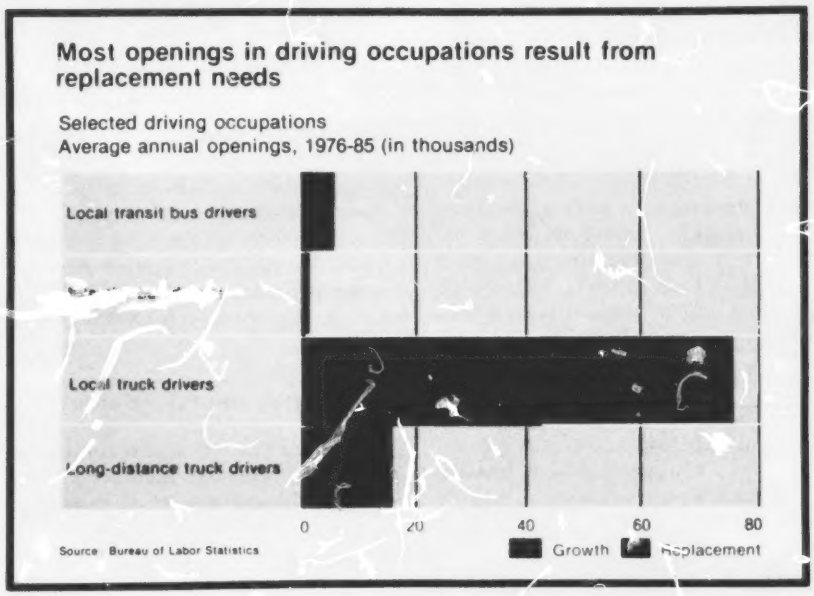
Drivers move the buses to loading platforms where they take on passengers. They collect fares—tickets usually--as passengers board the buses and may use the buses' public address system to announce the destination, route, time of arrival, and other information concerning the trips.

Drivers' routes vary. On local runs, drivers stop at many small towns only a few miles apart. On express runs, however, they may stop only at major cities after several hours of driving. Although drivers must always be alert in preventing accidents, they must be especially careful in fast-moving highway traffic. They must operate the bus at safe speeds while trying to keep schedules, and often must cope with adverse road conditions.

Before arriving at major terminals, they announce the stop and the scheduled departure time. At some small stations, drivers stop only if they see passengers waiting or if they have been told to pick up or deliver freight. Drivers also regulate lighting, heating, and air-conditioning equipment for the passengers' comfort. In an emergency, they are required to change flat tires.

Upon arriving at their final destinations, drivers may unload or supervise the unloading of baggage and freight. They prepare reports for their employers on mileage, time, and fares, as required by the U.S. Department of Transportation. They also report any repairs the buses need before being used again.

At times, drivers operate chartered buses. In these cases, they pick up a group of people, take them to the group's destination, and remain with them until they are ready to return. These trips frequently require drivers to remain away from home one night or more.



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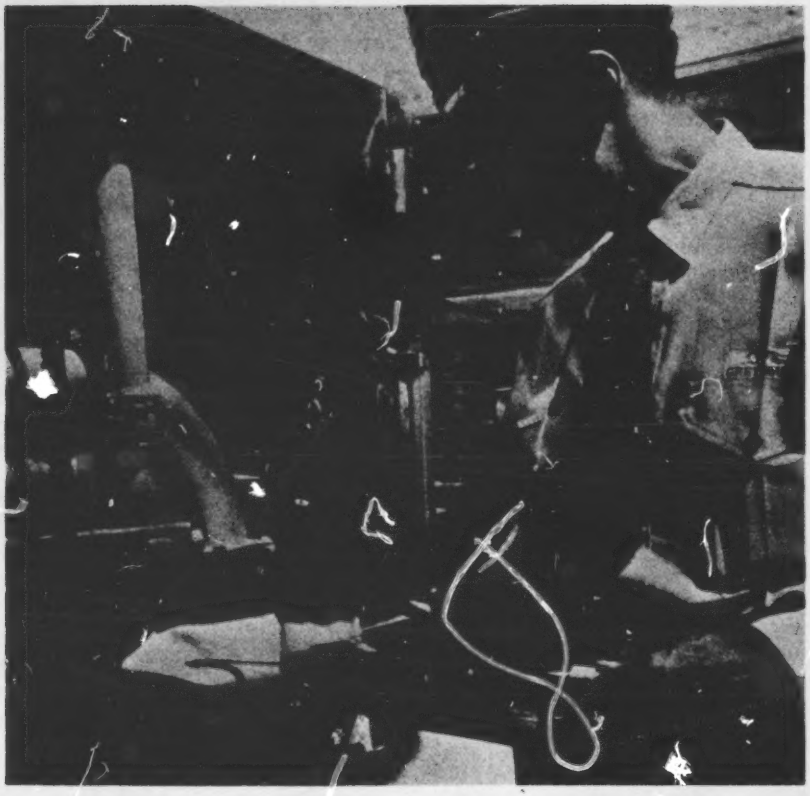


Bus driver checks oil before starting run.

Places of Employment

Over 25,000 intercity busdrivers were employed by about 950 bus companies in 1976. Some work out of terminals located in some of the small communities served by buses, but most work out of major terminals in large cities.

Training, Other Qualifications, and Advancement

Intercity busdrivers must meet qualifications established by the U.S. Department of Transportation. Drivers must be at least 21 years old and be able to read, write, and speak English well enough to communicate with passengers and to complete reports. They also must have good hearing, at least 20/40 vision in each eye with or without glasses, and normal use of their arms and legs. In addition, they must take comprehensive written examinations which test their knowledge of Department of Transportation and State motor vehicle regulations, as well as a driving test in the type of bus they will operate. Most States require that drivers have a chauffeur's license, which is a commercial driving permit.

Many intercity bus companies have considerably higher requirements. Most prefer applicants who are at least 25 years of age; some prefer applicants who have bus or truckdriving experience. One large company requires applicants to have 20/20 vision with or without glasses.

Since they represent their companies in dealing with passengers, busdrivers must be courteous and tactful. An even temperament and emotional stability are important qualifications, because driving buses in heavy, fast-moving traffic and dealing with passengers can be a strain.

Most intercity bus companies conduct training programs for new drivers. These programs, which usually last from 2 to 8 weeks, include both classroom and driving instruction. In the classroom, trainees learn about rules of the company and the U.S. Department of Transportation, about State and municipal driving regulations, and about safe driving practices. They also learn how to determine ticket prices and how to keep records. In addition, new employees learn to deal courteously with passengers.

Trainees spend considerable time learning and practicing driving skills. Courses are set up and trainees practice turns, zig-zag maneuvers, backing up, and driving into narrow lanes. A good deal of practice is necessary before trainees can adapt their automobile driving skills to these larger vehicles. Trainees ride with regular drivers to observe safe driving practices and other aspects of the job. They also make trial runs, without passengers, to improve their driving skills. After completing the training, which includes final driving and written examinations, new drivers begin a "break in" period. During this period, they make regularly scheduled trips with passengers, accompanied by an experienced driver. The experienced driver gives helpful tips, answers questions, and determines that the new driver is performing satisfactorily.

New drivers start out on the "extra board," which is a list of drivers who are given temporary assignments. While on this list, they may substitute for regular drivers who are ill or on vacation, or they may drive chartered buses. Extra drivers may have to wait several years before they have enough seniority to get a regular assignment.

Opportunities for promotion generally are limited, particularly in small companies. For most drivers, advancement consists of receiving better driving assignments in the form of higher earnings or a more leisurely route. Experienced drivers may be promoted to jobs as dispatchers, supervisors, or terminal managers.

Employment Outlook

Employment of intercity busdrivers is expected to increase about as fast as the average for all occupations through the mid-1980's. Additional openings will become available each year because of the need to re-

place experienced drivers who retire, die, or transfer to other occupations. Since many qualified persons are attracted to this relatively high paying job, applicants can expect stiff competition for the openings that arise. Applicants in excellent physical condition who have good driving records stand the best chance of being hired.

A growing population is expected to lead to a moderate increase in bus travel. However, should government energy policies make gasoline for automobiles very expensive or difficult to obtain, many persons may ride buses rather than drive their own cars, thus increasing the demand for intercity busdrivers.

Earnings and Working Conditions

Drivers employed by large intercity bus companies had estimated annual average earnings of $16,100 in 1976, about three-quarters more than the average for all nonsupervisory workers in private industry, except farming. The wages of intercity busdrivers typically are computed on a mileage basis, but short runs may be on an hourly rate. Most regular drivers are guaranteed a minimum number of miles or hours per pay period. For work on other than regular assignments they receive additional pay, customarily at premium rates.

Since intercity buses operate at all hours of the day and every day of the year, drivers may work nights and weekends. Extra drivers may be on call at all hours and may be required to report for work on very short notice. Drivers on some long routes have to remain away from home overnight. Driving schedules may range from 6 to 10 hours a day and from 3-1/2 to 6 days a week. However, U.S. Department of Transportation regulations specify that intercity drivers shall not drive more than 10 hours without having at least 8 hours off, and shall not drive at all after being on duty for 15 hours.

Driving an intercity bus usually is not physically difficult, but it is tiring and requires steady nerves. The busdriver is given a great deal of independence on the job, and is solely responsible for the safety of the passengers and bus. Many drivers like working without direct supervision and take pride in assuming these responsibilities. Some also enjoy the opportunity to travel and to meet the public.

Most intercity busdrivers belong to the Amalgamated Transit Union. The Brotherhood of Railroad Trainmen, and the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America (Ind.) also have organized these workers in some areas of the country.

Sources of Additonal Information

For further information on job opportunities in this field, contact intercity bus companies or the local office of the State employment service.

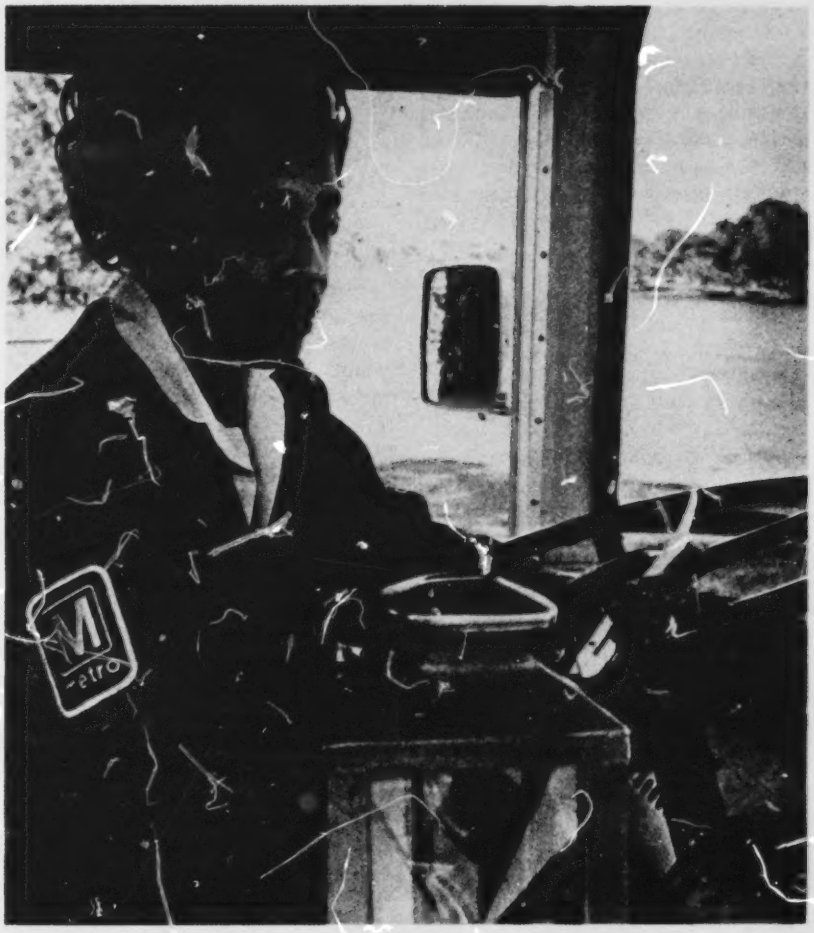
LOCAL TRANSIT BUSDRIVERS

(D.O.T. 913.363 and 913.463)

Nature of the Work

Local transit busdrivers relieve millions of Americans of the bother of fighting city traffic every day. These drivers follow definite time schedules and routes over city and suburban streets, to provide passengers with an alternative to automobile driving and even ownership.

The workday for local busdrivers begins when they report to the terminal or garage to which they are assigned. Large cities have several garages while a small city may have only one. At the garage, drivers are given transfer and refund forms. Some are assigned buses and drive



More local busdrivers will be needed to relieve traffic congestion.

them to the start of their run. Others go to designated intersections and relieve drivers who are going off duty. Drivers inspect the inside and outside of the buses and check the tires, brakes, windshield wipers, and lights before starting their runs. Those who work for small bus companies also may check the water, oil, and fuel.

On most runs, drivers pick up and discharge passengers at locations marked with a bus stop sign. As passengers board the bus, drivers make sure the correct cash fare, token, or ticket is placed in the fare box. They also collect or issue transfers. Drivers often answer questions about schedules, routes, and transfer points, and sometimes call out the name of the street at each bus stop.

A busdriver's day is run by the clock, as they must pay special attention to their complicated schedules. Although drivers may run late in heavier than average traffic, they avoid letting light traffic put them ahead of schedule so that they do not miss passengers.

Busdrivers especially must be alert to the traffic around them. Since sudden stops or swerves will jar standing passengers, drivers try to anticipate traffic developments, not react to them.

At the end of the day, busdrivers turn in trip sheets which usually include a record of fares received, trips made, and any significant delays in schedule. They also turn in a report on the mechanical condition of the bus that day. In case of an accident, drivers must make out a report describing exactly what happened before and after the event and obtain the names, addresses, and phone numbers of persons on the bus.

At times, drivers operate chartered buses—buses arranged for in advance by an organization or group. In these cases, they pick up a group of people, take them to their destination, and remain with them until they are ready to return.

Places of Employment

About 81,000 local busdrivers were employed in 1976. About four-fifths worked for publicly owned transit systems. Most of the remainder worked for privately owned transit lines; a small number worked for sightseeing companies. Most busdrivers work in large cities.

Training, Other Qualifications, and Advancement

Applicants for busdriver positions should be at least 21 years old, be of average height and weight, be in good health, and have good eyesight—with or without glasses. Most employers require applicants to pass a physical examination and a written test that determines if they are capable of following the often complex schedules busdrivers use. Although educational requirements are not high, many employers prefer applicants who have a high school education or its equivalent. A relaxed personality is important since drivers face many minor aggravations each day due to traffic congestion, bad weather, and the many different personalities they must deal with.

A motor vehicle operator's license is a basic requirement. A good driving record is essential because the busdriver is responsible for passenger safety. Most States require busdrivers to have a chauffeur's license, which is a commercial driving permit.

Most local transit companies conduct training courses that may last several weeks and include both classroom and "behind-the-wheel" driving instruction. In the classroom, trainees learn company rules, safety regulations, and safe driving practices. They also learn how to keep records and how to deal tactfully and courteously with passengers. Actual driving instruction may begin with several hours of instruction on a training course, but trainees quickly advance to practice on city streets. Because a busdriver is seated above other traffic, defensive driving—seeing and avoiding possible traffic dangers ahead of time—has much potential and is stressed. Trainees are assigned to a particular garage, and must memorize and drive each of the runs based at this garage before graduating. They also take several trips with passengers while supervised by an experienced driver. At the end of the course, trainees may have to pass a written examination and a driving examination.

Most drivers have regularly scheduled runs. New drivers, however, often are placed on an "extra" list to substitute for regular drivers who are ill or on vacation. New drivers also may be assigned to make extra trips during morning and evening rush hours. They remain on the extra list until they have enough seniority to get a regular run. This may take several months or more than a year.

The different runs are assigned on the basis of length of service, or seniority. Therefore, as drivers develop seniority they can choose runs they prefer, such as those that lead to overtime, or that have little traffic.

Opportunities for promotions generally are limited, although experienced drivers may advance to jobs such as instructor, supervisor or dispatcher. Supervisors patrol the bus routes and check whether drivers are on schedule. If a schedule becomes impossible to meet due to heavy traffic, a blocked street, or some other problem, the supervisor may reroute buses. Dispatchers work in the transit system's main office and organize the day to day bus operation by coordinating all activity. They assign buses to drivers, determine that drivers are available for all runs, call extra list drivers to substitute if experienced drivers will be out, and keep a record of the drivers and buses that were assigned to each run. A few drivers advance to management positions. Promotion in publicly owned bus systems is usually by competitive civil service examination.

Employment Outlook

Employment of local busdrivers is expected to increase about as fast as the average for all occupations through the mid-1980's. In addition, many job openings will result from the need to replace drivers who transfer to other occupations, retire, or die.

The increased use of privately owned automobiles in cities and the population shift to the suburbs—where most people drive their own cars—has caused a decline in bus passengers and driver employment. However, in urban areas, the auto-

mobile now is recognized as the main source of air pollution and traffic congestion. As part of the effort to reduce the number of cars used by commuters, many cities are trying to improve local bus service. Some now have commuter buses with reserved seats. In addition, express lanes reserved for buses on city streets, more convenient routes, and more comfortable buses reflect the impact of Federal, State, and local government interest in providing better bus service. Improved bus service will require more drivers.

Earnings and Working Conditions

According to a survey of union contracts in 67 large cities, local busdrivers averaged $6.53 an hour in 1976, about one-third more than the average for all nonsupervisory workers in private industry, except farming. Hourly wages were highest in the larger cities. Wage scales for beginning drivers were generally 10 to 20 cents an hour less.

The workweek for regular drivers usually consists of any 5 days during the week; Saturdays and Sundays are counted as regular workdays. Some drivers have to work evenings and after midnight. To accommodate the demands of commuter travel, many local busdrivers have to work "split shifts." For example, a driver may work from 6 a.m. to 10 a.m., go home, and then return to work from 3 p.m. to 7 p.m. Drivers may receive extra pay for split shifts.

Driving a bus is not physically strenuous, but busdrivers may suffer nervous strain from maneuvering a large vehicle through heavy traffic while dealing with passengers. However, local busdrivers enjoy steady year-round employment, and work without close supervision.

Most local busdrivers are members of the Amalgamated Transit Union. Drivers in New York City and several other large cities belong to the Transport Workers Union of America. The United Transportation Union and the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America also have organized some local busdrivers.

Sources of Additional Information

For further information on employment opportunities, contact a local transit system or the local office of the State employment service.

LOCAL TRUCKDRIVERS

(D.O.T. 900.883, 902.883, 903.883, 906.883, and 909.883)

Nature of the Work

Although goods from near and far may begin their trip to customers by trucks, trains, ships, or planes, final deliveries almost always are made by truck. Local truckdrivers move goods from terminals and warehouses to factories, stores, and homes in the area. They are skilled drivers who can maneuver trucks into tight parking spaces, through narrow alleys, and up to loading platforms.

When local truckdrivers arrive at the terminal or warehouse, they receive assignments from the dispatcher to make deliveries, pickups, or both. They also get delivery forms and check the condition of their trucks. Before the drivers arrive for work, material handlers generally have loaded the trucks and arranged the items in order of delivery to minimize handling of merchandise.

At the customer's place of business, drivers generally load or unload the merchandise. If there are heavy loads such as machinery, or if there are many deliveries to make during the day, drivers may have helpers. Drivers of moving vans usually have crews of helpers to assist in loading and unloading household or office furniture.

Drivers get customers to sign receipts for the goods, and may receive money for the material delivered. At the end of the day, they turn in receipts, money, and records of the deliveries made. They also report whatever repairs the trucks need before being used again.

The work of these drivers varies, depending on the product they transport. Produce truckers, on the one hand, pick up a loaded truck in the early morning and spend the rest of the day delivering the product to many different grocery stores. The day for a driver of a lumber truck, on the other hand, consists of several round trips between the lumber yard and one construction site or more.

Places of Employment

About 1.6 million people worked as local truckdrivers in 1976, mostly in and around large cities. Some drivers are needed in almost all communities, however.

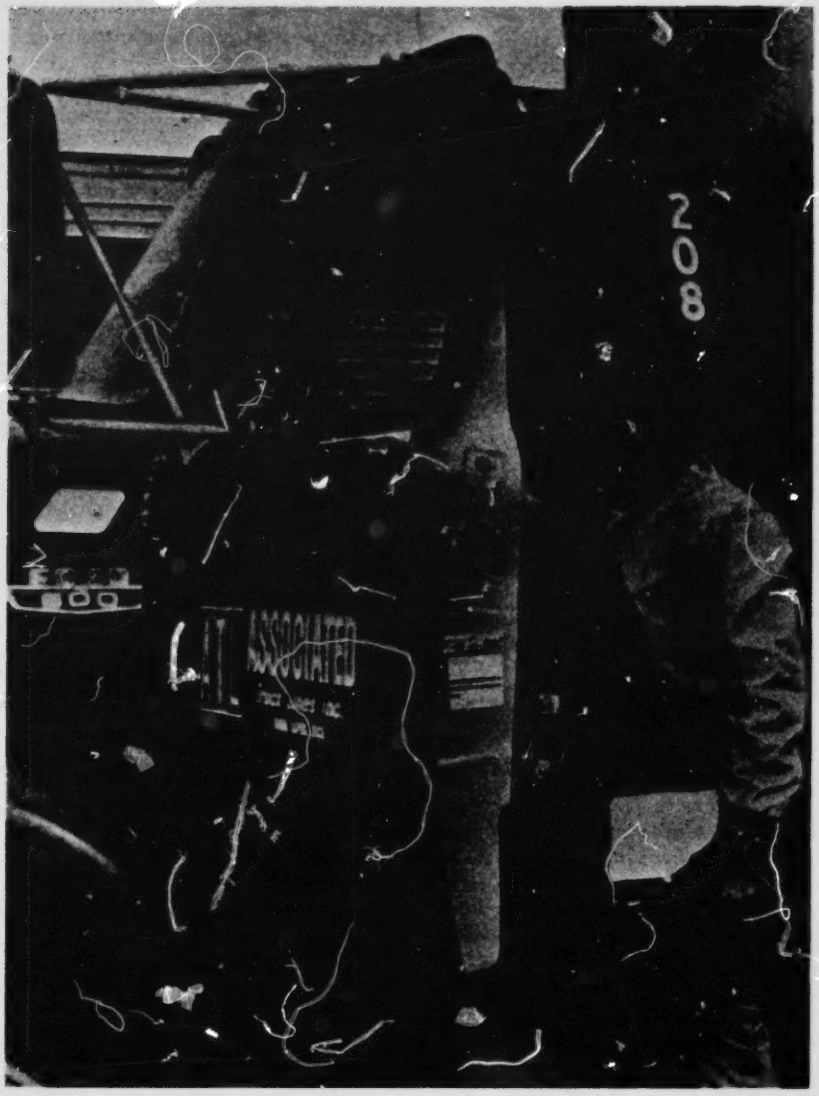
Most local drivers work for businesses which deliver their own products and goods—such as department stores, foodstores, and lumber yards. Many others are employed by trucking companies. Some work for Federal, State and local government agencies.

A large number of local truckdrivers are owner-operators. Drivers who own one or two trucks account for a sizable proportion of the local for-hire trucking industry.

Training, Other Qualifications, and Advancement

Qualifications for local truckdrivers vary considerably, depending upon the type of truck and the nature of the employer's business. In most States, however, applicants must have a chauffeur's license, which is a commercial driving permit. Information on how to get this license can be obtained from State motor vehicle departments. Applicants may have to pass a general physical examination, a written examination on driving regulations, and a driving test. They should have good hearing and at least 20/40 vision, with or without glasses, be able to lift heavy objects, and be in good health.

Employers prefer applicants with some previous experience driving a truck. A person may obtain such experience by working as a truckdriver's helper. Employers also give consideration to driving experience gained in the Armed Forces. Many drivers start out as dock workers, loading and unloading freight. They get a general idea of the trucking operation and their work may give them



About 1.5 million people worked as local truckdrivers in 1978.

the opportunity to move trucks around the yard. When a need for a truckdriver develops, a capable dock worker may be promoted.

Since drivers often deal directly with the company's customers, the ability to get along well with people is important. Employers also look for responsible, self-motivated individuals, since drivers work with little supervision. Many employers will not hire applicants who have bad driving records.

Training given to new drivers usually is informal, and may consist only of a few hours instruction from an experienced driver, sometimes on the new employee's own time. New drivers also may ride with and observe experienced drivers before being assigned their own runs. Additional training may be given if they are to drive a special type of truck. Some companies give 1 to 2 days of classroom instruction which covers general duties, the efficient operation and loading of a truck, company policies, and the preparation of delivery forms and company records.

Although most new employees are assigned immediately to regular driving jobs, some start as extra drivers and do the work of regular drivers who are ill or on vacation. They receive a regular assignment when an opening occurs.

Local truckdrivers may advance to dispatcher, manager, or to traffic work—for example, planning delivery schedules. However, relatively few of these jobs are available. For the most part, a local truckdriver may advance to driving heavy or special types of trucks or by transferring to long-distance truckdriving. Local drivers working for companies that also employ long-distance drivers have the best chances of advancing to these positions. Experienced drivers who have business ability can become owner-operators when they have enough money to purchase a truck.

Employment Outlook

Employment of local truckdrivers is expected to increase faster than the average for all occupations through the mid-1980's. In addition to the job openings from growth, thousands of openings will result from the need to replace experienced drivers who transfer to other occupations, retire, or die. Job openings may vary from year to year, however, since the number of drivers needed fluctuates with general business conditions. Applicants with good driving records have the best chance of being hired.

The rise in total business activity anticipated in the years ahead will increase the amount of freight to be distributed. Since trucks carry virtually all local freight, employment of drivers will grow.

Earnings and Working Conditions

On the average, union wage scales were $7.22 an hour for local truckdrivers and $6.59 an hour for helpers in 1976, according to a survey in 70 large cities. This is about 1 1/2 times as much as the average for all nonsupervisory workers in private industry, except farming.

As a rule, local truckdrivers are paid by the hour and receive extra pay for working overtime, usually after 40 hours. Some drivers are guaranteed minimum daily or weekly

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earnings. Local truckdrivers frequently work 48 hours or more a week. Night or early morning work is sometimes necessary, particularly for drivers handling foodstuffs for chain grocery stores, produce markets, or bakeries. Most drivers deliver over regular routes, although some may be assigned different routes each day.

Truckdriving has become less physically demanding because most trucks now have more comfortable seating, better ventilation, and improved cab designs, but when drivers make many deliveries during a day, their work can be exhausting. Moreover, driving in heavy traffic can cause nervous strain. Local truckdrivers, however, do have certain work advantages. Employment is steady and, unlike long-distance drivers, they usually work during the day and return home in the evening.

Many local truckdrivers are members of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America (Ind.). Some local truckdrivers employed by companies outside the trucking industry are members of unions that represent the plantworkers of their employers.

Sources of Additional Information

Information on truck driver training schools and on career opportunities in the trucking industry may be obtained from:

American Trucking Associations, Inc., 1616 P St. NW., Washington, D.C. 20036.

For details on truck driver employment opportunities, contact local trucking companies or the local office of the State employment service.

LONG-DISTANCE TRUCKDRIVERS

(D.O.T. 903.883, 904.883, 905.883, and 909.883)

Nature of the Work

At all hours of the day and night big trucks travel along turnpikes and highways carrying goods between terminals that are hundreds, or even thousands of miles apart. Behind the wheel are the top professional drivers. They drive the largest and most expensive equipment and receive the highest wages of all drivers.

A significant number of drivers are owner-operators.

The runs of long-distance truckdrivers vary widely. Some drivers have short "turnarounds". They deliver a load to a nearby city, pick up another loaded trailer, and drive it back to their home base the same day. Others are assigned runs that take an entire day to complete, and they remain away from home overnight. Often on these longer runs, drivers are assigned loads going to other cities rather than back to their home bases, and may continue to haul loads from city to city for as long as a week before returning home. Some companies use two drivers on very long runs. One drives while the other sleeps in a berth behind the cab. These "sleeper" runs may last for days, or even weeks at a time.

In most cases, dispatchers tell long-distance drivers when to report for work and where to take the truck. Although many drivers work during

the day, night travel is common and frequently preferred because roads are less crowded and trips take less time.

When the drivers report for work, the trucks already have been loaded and serviced with fuel and oil. But, before moving from the terminal, drivers inspect the trucks to make sure they will operate safely. For example, they make sure the brakes, windshield wipers, and lights are working and that a fire extinguisher, flares, and other safety equipment have been loaded. Mirrors are adjusted so that both sides of the truck are visible from the driver's seat. Drivers also make sure the cargo has been loaded properly and will not shift after the trip has begun. If some equipment does not work, or is missing, or if the cargo is not loaded properly, drivers report the problem to the dispatcher for correction.

Once they are on the road, drivers must be alert not only to prevent accidents, but also to drive their trucks efficiently. Because of the truck's size, drivers sit higher than the cars, pickups, or vans surrounding them, and have the advantage of being able to see far down the road. They seek traffic lanes that allow them to move at a steady speed, and when going downhill they may increase speed slightly to gain momentum for a hill ahead.

To avoid the drowsiness caused by traveling for hours, drivers may stop to eat, refuel, and relax during a run. After they have reached their destination and have parked at the unloading platform, drivers complete reports about the trip and the condition of the truck. Both are required by the U.S. Department of Transportation. If they have had an accident during the trip, a detailed report of the incident is required.

Long-distance truckdrivers spend most of their working time behind the wheel. Drivers hauling some specialty cargo, though, often load or unload their trucks, since they may be the only individuals at the destination familiar with this procedure. Auto transport drivers, for example, drive and position the cars on the racks and remove them at the final destination. Gasoline tank truckdrivers attach the hoses and operate the pump on their truck to transfer the gasoline to the gas station's storage tank. When picking up or delivering furniture, drivers of long-distance moving vans hire local labor, which they supervise, to help them load or unload the van.

Places of Employment

An estimated 467,000 long-distance drivers were employed in 1976. Most live near large cities and manufacturing centers that have many truck terminals. Drivers who specialize in transporting agricultural products or minerals may live in rural areas.

A large proportion of long-distance truckdrivers work for trucking companies that offer transportation service to businesses in general. Many others work for companies such as furniture manufacturers, which own and operate trucks to deliver their products. A significant number of drivers are owner-operators. These drivers own their trucks and either operate independently or lease their services and their trucks to a trucking company.

Training, Other Qualifications, and Advancement

The U.S. Department of Transportation establishes minimum qualifications for long-distance truckdrivers who are engaged in interstate commerce. A driver must be at least 21 years old and pass a physical examination which the employer usually pays for. Good hearing, 20/40 vision with or without glasses, normal use of arms and legs (unless a waiver is obtained), and normal blood pressure are the main physical requirements.

To be hired, drivers must have a good driving record and must pass a road test to show they can operate a vehicle of the type and size they will drive in regular service. In addition, they must take a written examination on the Motor Carrier Safety Regulations of the U.S. Department of Transportation. In most States, truckdrivers also must have a chauffeur's license, which is a commercial driving permit.

The hiring standards at many trucking operations are higher than those described. Many firms require that new drivers be at least 25 years old. Others specify height and weight limitations. Some companies employ only applicants who have had several years' experience driving trucks long distances.

Driver-training courses are a desirable method of preparing for truck-driving jobs. Most training authorities and employers recommend high school driver-training courses. In addition, a high school course in automotive mechanics helps drivers make minor roadside repairs.

Many truckdrivers start out as dock workers, loading and unloading freight. As they gain experience in the general trucking operation, they may advance to local truckdriving jobs. Local drivers with good driving records may be offered jobs as long-distance drivers.

A small number of private and public technical-vocational schools offer truckdriving courses. Students learn to inspect the trucks and freight, to drive large vehicles in crowded areas and in highway traffic, and to comply with Federal, State, and local regulations. Completion of a course, however, does not assure a job. Even graduates of these schools who do get truckdriving jobs often start as local drivers. After gaining experience on these smaller trucks and proving their ability, they may advance to long-distance truckdriving. Persons interested in attending one of these schools should check with local trucking companies to make sure the school's training is acceptable.

New drivers usually are given a brief explanation of company policy and are taught how to prepare the various forms used on the job. They also receive a small amount of driving instruction and practice on a training course to learn how to maneuver these larger trucks. They then make one or more training trips under the supervision of an instructor or an experienced driver.

Drivers for large trucking companies frequently start on the "extra board," bidding for runs on the basis of seniority as vacancies occur. (The

extra board is a list of drivers, assigned in rotation, who substitute for drivers who have scheduled runs or who make the many unscheduled trips.) Drivers for smaller companies are more likely to be assigned regular routes right away.

Opportunities for promotion in this occupation are limited. A few drivers may advance to jobs as safety supervisor, driver supervisor, and dispatcher. However, such jobs often are unattractive to long-distance truckdrivers, since the starting pay usually is less than the pay for driving. Although most drivers can only expect to advance to driving runs that provide increased earnings or preferred schedules and working conditions, a driver who has business ability and enough money to buy a truck may become an owner-operator.

Employment Outlook

Employment of long-distance truckdrivers is expected to increase more slowly than the average for all occupations through the mid-1980's. In addition to jobs from employment growth, thousands of openings will be created in this large occupation as experienced drivers retire, die, or transfer to other fields of work. Job opportunities may vary from year to year, however, because the amount of freight moved by trucks fluctuates with ups and downs in the economy. Since driver earnings are high and no formal training is required, applicants can expect to face strong competition for available jobs.

The general economic growth of the Nation is expected to increase the amount of freight that will be carried long distances by truck, thus increasing the demand for drivers. But the demand for drivers is expected to increase more slowly than the growth in freight because larger trucks should increase the amount of freight each driver can haul.

Earnings and Working Conditions

Based on limited information, drivers employed by large trucking companies had annual average earnings of about $17,700 in 1976, about double the average of all nonsupervisory workers in private industry, except farming. Pay rates are fairly uniform because this field is highly unionized, and union contracts generally are master agreements covering all employers within a multi-State region. However, the earnings of individual drivers vary, depending on mileage driven, number of hours worked, and type of truck.

Some companies outside the trucking industry, such as bakeries and dairies, may pay drivers who work for them on the same basis as they pay their other employees—a monthly, weekly, or daily wage. Generally, such a wage is for a specified number of hours, and, if drivers work additional hours, they receive extra pay.

Trucking companies engaged in interstate commerce are subject to the U.S. Department of Transportation rules governing hours of work and other matters. These regulations limit the hours drivers may work and assure a reasonable amount of time for rest. For example, a driver cannot be on duty for more than 60 hours in any 7-day period, and cannot drive more than 10 hours without being off duty at least 8 hours. Many drivers, particularly on very long runs, work fairly close to the maximum hours permitted. A workweek of at least 50 hours is very common.

Long-distance truckdrivers often must spend time away from home. In such instances, the company provides lodging either in a company dormitory or a hotel or motel.

The physical strain of long-distance driving has been reduced by more comfortable seating, better ventilation, and improved cab design. Better highways and more stringent safety regulations have made trucking safer. However, the noise and vibration of the truck and the nervous strain of sustained driving are tiring.

Most long-distance drivers are members of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America (Ind.). Some drivers outside the trucking industry belong to the unions that represent plant employees of the companies for which they work.

Sources of Additional Information

Information on truckdriver training schools and career opportunities in the trucking industry may be obtained from:

American Trucking Associations, Inc., 1616 P St. NW., Washington, D.C. 20036.

Additional details on truckdriver employment opportunities may be obtained from local trucking companies or local offices of the State employment service.

PARKING ATTENDANTS

(D.O.T.915.878)

Nature of the Work

Parking attendants park customers' cars and collect payment for the time they are left on the lot or in the garage. Attendants meet incoming cars and record their time of arrival on numbered claim checks. One part of the check is placed on the car's windshield and the other is given to the driver to reclaim his or her car.

In lots where cars are parked bumper to bumper, parking attendants may ask customers when they expect to return so their cars will be more readily accessible when they need them.

Attendants usually drive the cars to and from vacant spaces, but at some facilities they tell drivers where to park. Attendants working in multilevel garages may be assigned to only one level, but the usual practice is for attendants to work all levels.

Some parking lots require customers to pay when entering the lot and usually charge a flat fee for the day or evening. Others charge by the hour and attendants must determine the correct amount owed by each customer. In large establishments, a cashier, rather than an attendant, will collect payments. Slack periods are common at most parking facilities. However, attendants may be required to perform routine maintenance jobs such as cleaning and sweeping the lot.

More than a third of all parking attendants work part time.

Places of Employment

About 40,000 parking attendants were employed in 1976. Parking attendants work in facilities ranging from small outdoor lots to large parking garages. Most of these are in urban areas. Parking lots and garages usually are commercial establishments and often are part of city, regional, or national chains. Although many restaurants, hotels, and stores maintain their own lots, it is also a common practice to rent parking space for their customers in commercial garages. Many cities own and operate their own lots in downtown areas.

More than a third of all parking attendants work part time, usually during the busy afternoon rush hours, in the evening, and on weekends. Most part-time attendants are students.

Training, Other Qualifications, and Advancement

Although there are no specific educational requirements for parking attendants, employers prefer high school graduates. Parking attendants must have a valid driver's license, be able to drive a car with a standard transmission, and have good eyesight and peripheral vision. Applicants with experience driving many different types of cars are preferred. Attendants must also be able to keep records of claim tickets, compute parking charges, and make change.

Attendants should be in good physical condition because the work involves long periods of standing and can be tiring when many cars must be moved in a hurry. Parking attendants should be neat, tactful, and courteous when dealing with the public.

Most parking attendants are trained on the job. Beginners may "ride" with an experienced worker for a few hours or days to become familiar with the work. Many employers also provide on-the-job training programs that review proper driving techniques and explain company policy on recordkeeping procedures and damage claims. These courses usually include tips on how to maintain good customer relations.

Some attendants become managers of parking facilities. An exceptional attendant eventually may become a supervisor of several facilities. Supervisors regularly visit the parking facilities they oversee to check the work of managers, the appearance of the facilities, and the neatness of the attendants.

Students interested in management jobs in the parking industry should consider taking part-time or summer jobs as attendants, because even large companies want their employees to have first-hand experience with the business.

Employment Outlook

Employment of parking attendants is expected to grow more slowly than the average for all occupations through the mid-1980's as the trend to self-parking systems continues. Parking owners prefer the self-park method because it is less costly and because most customers prefer to park their own cars rather than wait for a busy attendant.

Although employment growth is expected to be slow, turnover in this occupation, especially among new workers, is higher than average. The need to replace these workers and those who retire or die will create additional job openings each year. Part-time and evening work will be available. Most job opportunities will be in large commercial parking facilities in urban areas.

Earnings and Working Conditions

Most parking attendants are paid the minimum wage. The Federal minimum was $2.20 - $2.30 an hour in 1976, but some cities and States have their own minimum wage laws which establish higher rates. Experienced attendants who have taken on additional responsibility may earn higher salaries. Nearly all attendants receive tips in addition to wages that add substantially to their income. Many parking attendants receive fringe benefits such as life, health, and disability insurance; pension plans; paid vacations; a Christmas bonus; and profit sharing. Some companies furnish uniforms.

Attendants often work long hours. A 10-hour day and work at nights, on weekends, and on holidays are not unusual. In addition, many attendants spend much time outdoors in all kinds of weather and constantly breathe automobile exhaust fumes. In some companies, attendants are responsible for any damage they do to customers' cars.

The principal union organizing parking attendants is the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America.

Sources of Additional Information

For general information about the parking industry and parking attendants in particular, write:

National Parking Association, 1101 17th St. NW., Washington, D.C. 20036.

ROUTE DRIVERS

(D.O.T. 292.358)

Nature of the Work

Many industries sell their goods and services through the route drivers who deliver their products. In fact, these workers sometimes are known as driver-sales workers or route-sales workers. Through their selling ability, route drivers increase sales to existing customers and gain additional business by finding new customers within their territories. Also, because route drivers are the customer's contact with the compa-

ny, their reaction to complaints and requests for special service can make the difference between getting a larger order or losing a customer.

Route drivers' duties vary according to the industry in which they are employed, whether they have a retail or wholesale route, and the policies of their particular company. But, the following specific examples provide a general picture of the job.

On a typical day, drycleaning route drivers begin by picking up cleaned garments at the processing plant. Usually they load their own trucks, carefully arranging the racks of clothes, draperies, and other items in the order in which they will be delivered. As they make their deliveries, they also pick up items customers want cleaned. Drivers tag these items so that they can be returned to the right owner. Sometimes, they note the type of stains to be removed or special processes, such as waterproofing, that customers may request. After delivering the clean garments, drivers give each customer an itemized bill and collect the money due. Periodically, they stop at homes along their routes to try to sell their company's services.

Many laundries rent linens, towels, work clothes, and other items to businesses. Laundry route drivers service these establishments on a regular basis, replacing soiled items with freshly laundered ones. These route drivers keep a record of what they provide and must make certain that stock rented out is eventually returned. Although they sometimes solicit new business from the smaller establishments in their territory, the larger ones are contacted by other sales workers in their company.

Wholesale bakery route drivers deliver bread, cakes, rolls, and other baked goods to grocery stores. Before starting on their routes, they check to see whether the proper variety and quantity of products have been loaded. Depending on how many items each store stocks, a driver may visit from 10 to 50 grocery stores each day. At each stop along the route, drivers carry the orders of bread and other baked goods into the store and arrange them on the display racks. Together with the store owner or manager, bakery route drivers check the merchandise delivered and prepare a bill. They also credit the store for the value of the stale items left over from the previous delivery.

Bakery route drivers pay close attention to the items that are selling well or sitting on the shelves so that they can estimate the amount and variety of baked goods that will be sold by the grocery stores. This helps the bakery plan its nightly production. From time to time, the drivers visit grocers along the route who are not customers and try to get orders from them.

Vending machine route drivers make certain that the machines in factories, schools, and other buildings on their routes are stocked with merchandise and are in good working order. At each location, they check the items remaining in the machines and remove the money that has been deposited in the cash boxes. Drivers also check each vending machine to see that merchandise and change are dispensed properly, and make minor adjustments to machines that are broken. In addition, they clean machines and replace stock. Route drivers keep records of the merchandise they place in each machine and the money they remove. They may try to find new locations for vending machines by visiting stores, factories, and other businesses along their routes.

Places of Employment

About 200,000 route drivers worked for a wide variety of businesses in 1976. Most were employed in laundries, dairies, bakeries, and firms that distribute food and beverages. Because these are located in small towns as well as in large cities, route driver jobs exist in all parts of the country.

Training, Other Qualifications, and Advancement

Route drivers must be good drivers, and they also must be able to sell. To get people to buy, they must know their product or service thoroughly and be able to convince others to give them a try. Other important sales qualifications are a pleasant voice, an ability to speak well, and a neat appearance. They also need self-confidence, initiative, and tact.

Route drivers must be able to work without direct supervision, do simple arithmetic, and write legibly. In most States, a route driver is required to have a chauffeur's license, which is a commercial driving permit. Information on this license can be obtained from State motor vehicle departments. Route drivers who handle a great deal of money may have to be bonded.

Most employers prefer their route drivers to be high school graduates. A good driving record is important.

Most companies give their new employees on-the-job training which varies in length and thoroughness. Many large companies also have classes in sales techniques.

School-and-work programs in retail and wholesale merchandising are helpful to a person interested in entering this occupation. High school courses in sales techniques, public speaking, driver training, bookkeeping, and business arithmetic also are helpful. Valuable experience can be gained by working as a sales clerk in a store or by taking some other type of selling job.

Some people enter this occupation as *route driver helpers* (D.O.T. 292.887). Helpers assist drivers with loading and unloading the truck and may relieve them of some of the driving. When openings occur, helpers may be promoted to drivers. The dairy and vending machine industries, however, generally do not employ helpers.

Route drivers may be promoted to route or sales supervisor, but these jobs are relatively scarce. Advancement usually is limited to moving from a retail to a wholesale route, where earnings generally are higher. However, some drivers obtain better paying sales jobs as a result of their experience in route selling.

Employment Outlook

The total number of route drivers is expected to change little through the mid-1980's. Some openings for new workers will arise, however, as

experienced route drivers transfer to other fields of work, retire, or die. Applicants with sales experience and good driving records have the best chance of being hired.

Most job opportunities will be in wholesale routes. Since most route driver jobs currently are in wholesale routes, openings due to turnover will be higher on these routes than in retail ones. In addition, employment of retail route drivers is expected to continue to decline, further limiting opportunities.

Earnings and Working Conditions

Most route drivers receive a minimum salary plus a percent of the sales they make. Thus, earnings are strongly affected by an individual's selling ability, initiative, and the relationship he or she establishes with customers. Wholesale route drivers who make deliveries to stores usually earn more than those who make deliveries to homes.

Retail route drivers in the dairy industry employed in large cities had estimated weekly earnings, including commissions, of $268 in 1976. Those on wholesale routes earned $320 per week. Route drivers in the baking and beverage industries were paid weekly wages averaging $180 plus commissions, according to information from a limited number of union contracts.

The number of hours worked by route drivers varies. Some work only about 30 hours a week; others may work 60 hours or more depending upon whether they have well-established routes or are trying to build up new ones, and how ambitious they are. The number of hours worked may be limited by a union contract, although many contracts merely specify the earliest hour that work may begin and the latest quitting time. The hours also may vary with the season. During the spring-cleaning season, for example, drycleaning route drivers may work about 60 hours a week, but in winter they may work less than 30 hours.

Many companies require route drivers to wear uniforms. Some employers pay for the uniforms and for keeping them clean. For many route drivers, the fact that they do not work under close supervision is an attractive part of the job. Within certain broad limits, they decide how rapidly they will work and where and when they will have a lunch or rest period. A less desirable characteristic is that route drivers have to make deliveries in bad weather and do a great deal of lifting, carrying, and walking. They also may have to work unusual hours. For example, drivers who have retail milk routes generally start to work very early in the morning.

Many route drivers, particularly those who deliver bakery and dairy products, are members of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America. Some belong to the unions which represent the plant-workers of their employers.

Sources of Additional Information

For details on route driver employment opportunities, contact local employers, such as bakeries, laundry and linen supply companies, and vending machine companies, or the local office of the State employment service.

TAXICAB DRIVERS

(D.O.T. 913.363)

Nature of the Work

In practically all communities, taxicabs are an essential part of the public transportation system. Unlike buses and subways, which run on fixed routes and schedules, taxis offer individualized service. They pick up passengers at any location and drive them directly to their destination.

Most taxicab drivers either work directly for a cab company or rent their cabs from a company. Others own their taxicabs and operate independently. Whether they are employees, renters, or owners, cab drivers have the same duties.

Cab drivers get many of their passengers by radio dispatching since customers often call cab companies, giving information on where they want to be picked up and what their destination is. A dispatcher at the company then uses a two way radio to pass this information on to a cab driver who is near the customer. Because this is an efficient method of getting passengers, cab drivers who own their own cabs often pay a cab company for using its dispatching service. Between radio calls, or just because they prefer it, drivers may cruise busy areas and watch for potential customers. Drivers also may wait at hotels, bus terminals, and other places where they expect business to be good.

Because cab drivers either rent their cabs or are paid on a commission basis, the more business they get, the higher their earnings. Therefore, experienced drivers often plan their entire day. They know that different parts of the city will have potential customers at different times of the day. They may cruise the business district during rush hour and the shopping centers in the afternoon. Smart drivers also keep informed on where crowds are likely to gather. For example, drivers may go to the airport the evening a convention is coming to town, drop by the station when a train is scheduled to arrive, or stop at the stadium at the end of a ball game.

Occasionally, drivers may help passengers in and out of the cab and may handle their luggage. In some communities, drivers regularly transport handicapped children to and from school. Cab drivers also may provide sightseeing tours for out-of-town visitors and may pick up and deliver packages. In small companies, drivers often are responsible for keeping their cabs clean.

By law, drivers have to keep records of such basic facts as the date, time, and place passengers were picked up and their destination, time of arrival, and fare. Knowing where a driver was during the day serves many purposes, including protecting the driver from mistaken identification in case of a customer complaint.

Places of Employment

In 1976, about 94,000 taxicab drivers worked full time in the taxi-

cab industry. Although taxicab drivers are employed in all but the smallest cities, employment is concentrated in large metropolitan areas. About one-fifth of all full-time taxi drivers work in New York City.

Training, Other Qualifications, and Advancement

Taxi drivers usually must have a State-issued chauffeur's license and a special taxicab operator's license issued by the local police, safety department, or Public Utilities Commission. Requirements for a taxicab operator license vary from city to city, but applicants generally must be in good health, have a good driving record, and not have been convicted of a serious crime.

In most large communities, applicants for a taxi driver's license must pass a written examination on taxicab and traffic regulations. The examination usually includes questions on the geography of the community, such as the location of important streets and buildings, and questions on local taxicab regulations. These may include regulations concerning lost articles, the number of passengers allowed in a cab, the pick-up and delivery of packages, and zoning or meter rules.

Since the procedure required to get a taxicab license may seem complicated, applicants are advised to first visit cab companies for which they would like to work. Most companies will explain what is required in order to get a license and how to go about getting one. Some will also help applicants prepare for the examination.

Although there are no minimum education requirements, many companies prefer applicants who have at least an eighth-grade education. Applicants also must be able to write legibly in order to complete the forms drivers are required to fill out. Because of automobile insurance regulations, a large number of taxicab companies hire only applicants who are at least 21, and in some cases, 25 years old. In some States, however, companies may hire applicants who are only 18.

People interested in a job as a taxicab driver should enjoy driving and like meeting people. Tact and courtesy are important. A relaxed personality also is an asset, since drivers deal with heavy city traffic most of the day. To be successful, drivers also need to be capable of motivating themselves, since their earnings depend directly on their ability and hard work.

Opportunities for advancement are limited by the small number of supervisory positions. Promotion to the job of dispatcher is often the only possibility. Some drivers, however, have become road supervisors, garage superintendents, or claims agents. A few develop administrative skills and advance to managerial positions in the company. To increase their income, many drivers buy and operate their own cabs.

Employment Outlook

Opportunities for employment should be excellent through the mid-1980's. Although employment of taxicab drivers is expected to decline, the high turnover of employed drivers should create many jobs.

Many taxicab drivers are temporary employees. Some are working to earn money until they finish school or until they find the job they want; others work to earn money for a special purpose, such as a vacation. After a period of weeks or months, whenever these drivers have obtained other jobs or paid their bills, they quit. As a result, there usually are many taxicab driving jobs available.

Earnings and Working Conditions

In 1976, a private survey reported that taxi drivers averaged $3.40 an hour, including tips. Drivers working directly for a company are paid a percentage—usually between 40 and 50 percent—of their fares for the day. These drivers also may be guaranteed a certain minimum income if fares are low one day. Information from several union contracts indicated that these guarantees ranged from $14 to $18.50 a day in 1976. Other taxi drivers rent their cabs from a company by the day for a set fee, and keep any receipts above the cab rental and gasoline expenses. In addition, drivers frequently receive tips ranging from 10 to 20 percent of the fare.

Many full-time drivers start work between 6 a.m. and 8 a.m. to be available for passengers going to work, and quit after the evening rush of passengers returning home. During the day they may rest for several hours. Other drivers work nights, starting between 3 p.m. and 5 p.m., and some work on Saturdays, Sundays, and holidays.

Taxi drivers in many of the large cities belong to labor unions, particularly those drivers who work for the large taxicab companies. Most drivers are members of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America. Other unions to which cab drivers belong include the Seafarers' International Union of North America and the Brotherhood of Railway Airline and Steamship Clerks, Freight Handlers Express and Station Employees.

Sources of Additional Information

For further information on job opportunities in this field, contact local cab companies or the local office of the State employment service.

OCCUPATIONS IN THE TRUCKING INDUSTRY

In 1976, the trucking industry employed approximately 1.2 million workers—more than the rival rail, air, and pipeline transportation industries combined. It is a major employer of persons not planning to attend college, since nearly 90 percent of its employees are freight handlers, drivers, truck maintenance personnel, or clerical workers—occupations which only require a high school education.

Nature and Location of the Industry

The trucking industry is made up of companies that sell transportation and storage services. Although many trucking companies serve only a single city and its suburbs, and others carry goods only between distant cities, most large trucking firms provide both types of service. Some firms operate one type of truck and specialize in one type of product. For example, they may carry steel rods on flat trailers or grain in open top vans. In addition, trucking companies may operate as either contract or common carriers. Contract carriers haul commodities of one or a few shippers exclusively; common carriers offer transportation services to businesses in general.

Trucking companies vary widely in size. Almost half of the industry's workers are employed by less than 10 percent of the companies. But a large proportion of companies are small, particularly those which serve a single city. Many companies are owner-operated, and the owner does the driving.

Trucking industry employees work in cities and towns of all sizes and are distributed much the same as the Nation's population.

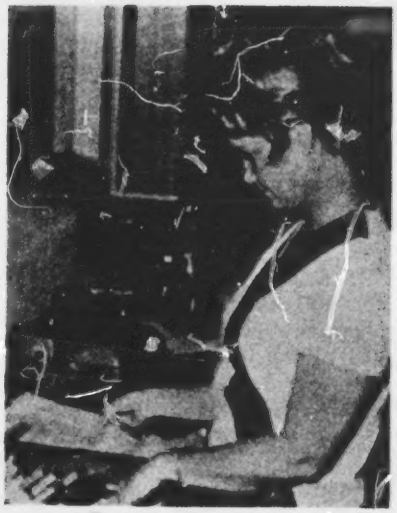
Occupations in the Industry

About four-fifths of all trucking industry employees have blue-collar jobs, including about 620,000 truckdrivers. Other large blue-collar occupations are material handlers, mechanics, washers and lubricators, and supervisors. Most white-collar employees are clerical workers, such as secretaries and rate clerks, and administrative personnel, such as terminal managers and accountants.

The duties and training requirements of some of these occupations are described briefly in the following sections.

Truckdriving Occupations. More than half of the industry's employees are drivers. *Long-distance truckdrivers* (D.O.T. 904.883) spend nearly all their working hours driving large trucks or tractor trailers between terminals. Some drivers load and unload their trucks, but the usual practice is to have other employees do this work. *Local truckdrivers* (D.O.T. 906.883) operate trucks over short distances, usually within one city and its suburbs. They pick up goods from, and deliver goods to, trucking terminals, businesses, and homes in the area.

Clerical Occupations. About 1 out of every 8 of the industry's employees is a clerical worker. Many have general clerical jobs, such as secretary or clerk-typist, which are common to all industries. Others have specialized jobs. For example, *dispatchers* (D.O.T. 919.168) coordinate the movement of trucks and freight into and out of terminals; make up loads for specific destinations; assign drivers and develop delivery schedules; handle customers' requests for pick-up of freight, and provide information on deliveries. *Claims adjusters* (D.O.T. 241.368) handle claims for freight lost or damaged during transit. *Manifest clerks* (D.O.T. 222.488) prepare forms that list details of freight shipments. *Parts-order clerks* (D.O.T. 223.387) supply mechanics with replacement parts for trucks; they also take care of most of the clerical duties needed to maintain a truck repair shop.

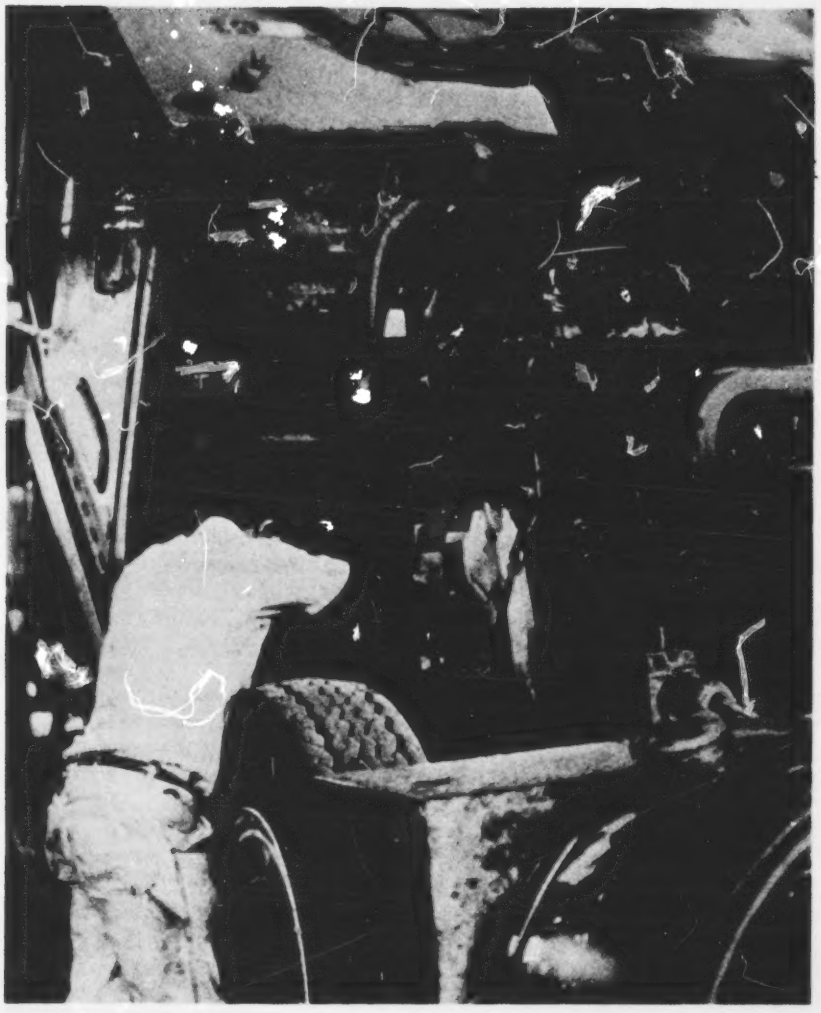


Rate clerk calculates the cost for shipping each item.

Administrative and Related Occupations. More than 1 out of 15 employees is an administrator. Top executives manage companies and make policy decisions. Middle managers supervise the operation of individual departments, terminals, or warehouses. A small number of accountants and lawyers are employed by these companies. The industry also employs sales representatives to solicit freight business.

Material Handling Occupations. About 1 out of 12 employees moves freight into and out of trucks and warehouses. Much of this work is done by *material handlers* (D.O.T. 929.887) who work in groups of three or four under the direction of a dock supervisor or gang leader. Material handlers load and unload freight with the aid of handtrucks, conveyors, and other devices. Heavy items are moved by *power truck operators* (D.O.T. 922.883) and *crane operators* (D.O.T. 921.280). Gang leaders determine the order in which items will be loaded, so that the cargo is balanced and items to be unloaded first are near the truck's door. *Truckdrivers' helpers* (D.O.T. 905.887) travel with drivers to un-

The trucking industry employed about 1.2 million workers in 1978.



Much of the truck mechanic's time is spent in preventive maintenance.

load and pick up freight. Occasionally, helpers may do relief driving.

Truck Maintenance Occupations. About 1 out of every 20 employees takes care of the trucks. *Truck mechanics* (D.O.T. 620.281) keep trucks and trailers in good running condition. Much time is spent in preventive maintenance to assure safe operation, to check wear and damage to parts, and to reduce breakdowns. When breakdowns do occur, these workers determine the cause and make the necessary repairs. *Truck mechanic helpers* (D.O.T. 620.884) and apprentices assist experienced mechanics in inspection and repair work. *Truck lubricators* and *washers* (D.O.T. 915.887 and 919.887) clean, lubricate, and refuel trucks, change tires, and do other routine maintenance.

Training, Other Qualifications, and Advancement

Workers in blue-collar occupations usually are hired at the unskilled level, as material handlers, truckdrivers' helpers, lubricators, and washers. No formal training is required for these jobs, but many employers prefer high school graduates. Applicants must be in good physical condition. New employees work under the guidance of experienced workers and supervisors while learning their jobs; this usually takes no more than a few weeks. As vacancies occur, workers advance to more skilled blue-collar jobs, such as power truck operator and truckdriver. The ability to do the job and length of service with the firm are the primary qualifications for promotion. Material handlers who demonstrate supervisory ability can become gang leaders or dock supervisors.

Qualifications for truckdriving jobs vary and depend on individual employers, the type of truck, and other factors. In most States, drivers must have a chauffeur's license, which is a commercial driving permit obtained from State motor vehicle departments. The U.S. Department of Transportation establishes minimum qualifications for drivers who transport goods between States. They must be at least 21 years old, be able-bodied, have good hearing, and have at least 20/40 vision with or without glasses. However, many firms will not hire long-distance drivers under 25 years of age. Drivers also must be able to read, speak, and write English well enough to complete required reports. Drivers must have good driving records.

People interested in professional driving should take the driver-training courses offered by many high schools. A course in automotive mechanics also is helpful. Private truck-driving training schools offer another opportunity to prepare for a driving job; however, completion of such a course does not assure employment as a driver.

Most truck mechanics learn their skills informally on the job as helpers to experienced mechanics. Others complete formal apprenticeship programs that generally last 4 years and include on-the-job training and related classroom instruction. Unskilled workers, such as lubricators and washers, frequently are promoted to jobs as helpers and apprentices. However, many firms will hire inexperienced people, especially those who have completed courses in automotive mechanics, for helper or apprentice jobs.

Completion of commercial courses in high school or in a private business school is usually adequate for entry into general clerical occupations such as secretary or typist. Additional on-the-job training is needed for specialized clerical occupations such as claims adjuster.

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Generally, no specialized education is needed for dispatcher jobs. Openings are filled by truckdrivers, claims adjusters, or other workers who know their company's operations and are familiar with State and Federal driving regulations. Candidates may improve their qualifications by taking college or technical school courses in transportation.

Administrative and sales positions frequently are filled by college graduates who have majored in business administration, marketing, accounting, industrial relations, or transportation. Some companies have management training programs for college graduates in which trainees work for brief periods in various departments to get a broad understanding of trucking operations before they are assigned to a particular department. High school graduates may be promoted to administrative and sales positions.

Employment Outlook

Employment in the trucking industry is expected to grow about as fast as the average for all industries through the mid-1980's. In addition to the large number of job openings created by employment growth, thousands more will arise as experienced workers retire, die, or transfer to other fields. The number of jobs may vary from year to year, however, because the amount of freight fluctuates with ups and downs in the economy.

Trucks carry virtually all freight for local distribution and a great deal of freight between distant cities. As the volume of freight increases with the Nation's economic growth, employment in the trucking industry will rise. More employees also will be needed to serve the many factories, warehouses, stores, and homes being built where railroad transportation is not available.

Employment will not increase as fast as the demand for trucking services because technological developments will increase output per worker. For example, more efficient freight-handling methods—such as conveyors and draglines to move freight in and out of terminals and warehouses—will increase the efficiency of material handlers. Larger trucks as well as more efficient packaging techniques will allow truckdrivers to carry more cargo.

Earnings and Working Conditions

In 1976, nonsupervisory workers in the trucking industry averaged $6.57 an hour, compared with $4.87 an hour for their counterparts in all private industry, except farming. Earnings are relatively high in the trucking industry, because highly paid drivers represent a large proportion of employment; many long-distance drivers earn more than $300 a week.

Most employees are paid an hourly rate or a weekly or monthly salary. However, truckdrivers on the longer runs generally are paid on a mileage basis while driving. For all other worktime, they are paid an hourly rate.

Working conditions vary greatly among occupations in the industry. While maneuvering large trucks in fast-moving traffic can cause tension, more comfortable seating, power steering, and air-conditioned cabs have reduced physical strain. Long-distance drivers frequently work at night and may spend time away from home; local drivers usually work during the day. Material handlers and truckdrivers' helpers have strenuous jobs, although conveyor systems and other freight handling equipment have reduced some of the heavier lifting, making the work easier and safer. Truck mechanics and other maintenance personnel may have to work in awkward or cramped positions while servicing vehicles, and frequently get dirty because of the grease and oil on the trucks. In addition, most maintenance shops are hot in summer and drafty in the winter. Mechanics occasionally make repairs outdoors when a truck breaks down on the road.

Many large organizations operate around the clock and require some material handling and maintenance personnel to work evenings, nights, and weekends.

A large number of trucking industry employees are members of the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America (Ind).

Sources of Additional Information

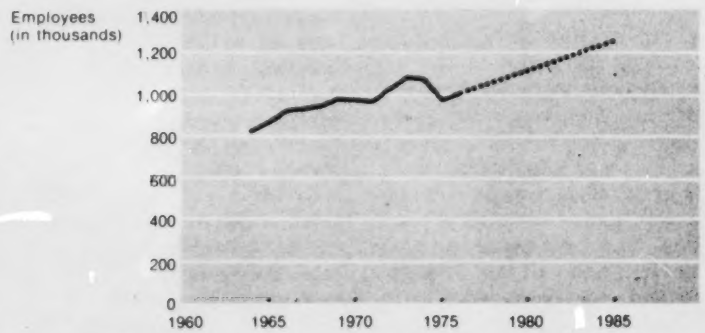
For general information about career opportunities in the trucking industry, write to:

American Trucking Associations, Inc., 1616 P St. NW., Washington, D.C. 20036.

Information about specific jobs may be available from the personnel departments of local trucking companies or the local office of your State employment service.

Substantial long-term employment growth is expected in the trucking industry, although declines may occur during economic downturns

Wage and salary employees in trucking and trucking terminals, 1964-76 and projected 1985



Source: Bureau of Labor Statistics

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What's an ad for the OOQ doing in a place like this?

The career information contained in the reprint you are reading was taken from the 1978–79 edition of the Occupational Outlook Handbook. But the Handbook is not the only source of useful career information published by the Bureau of Labor Statistics. The Handbook's companion, the Occupational Outlook Quarterly, is published four times during the school year to keep subscribers up to date on new occupational studies completed between editions of the Handbook. The Quarterly also gives practical information on training and educational opportunities, salary trends, and new and emerging jobs—just what people need to know to plan careers.

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What to Look For in this Reprint

To make the *Occupational Outlook Handbook* easier to use, each occupation or industry follows the same outline. Separate sections describe basic elements, such as work on the job, education and training needed, and salaries or wages. Some sections will be more useful if you know how to interpret the information as explained below.

The TRAINING, OTHER QUALIFICATIONS, AND ADVANCEMENT section indicates the preferred way to enter each occupation and alternative ways to obtain training. Read this section carefully because early planning makes many fields easier to enter. Also, the level at which you enter and the speed with which you advance often depend on your training. If you are a student, you may want to consider taking those courses thought useful for the occupations which interest you.

Besides training, you may need a State license or certificate. The training section indicates which occupations generally require these. Check requirements in the State where you plan to work because State regulations vary.

Whether an occupation suits your personality is another important area to explore. For some, you may have to make responsible decisions in a highly competitive atmosphere. For others, you may do only routine tasks under close supervision. To work successfully in a particular job, you may have to do one or more of the following:

- motivate others
- direct and supervise others
- work with all types of people
- work with things—you need good coordination and manual dexterity
- work independently—you need initiative and self-discipline
- work as part of a team
- work with details, perhaps numbers or laboratory reports
- help people
- use creative talents and ideas
- work in a confined area
- do physically hard or dangerous work
- work outside in all types of weather

A counselor can help you find out more about your interests and abilities so you can judge whether a job's characteristics suit you.

The EMPLOYMENT OUTLOOK section tells whether or not the job market is likely to be favorable. Usually an occupation's expected growth is compared to the average projected growth rate for all occupations (20.1 percent between 1976 and 1985). The following phrases are used:

Much faster	50% or more
Faster	25.0 to 49.9%
About as fast	15.0 to 24.9%
Slower	4.0 to 14.9%
Little change	3.9 to -3.9%
Decline	-4.0% or more

Generally, job opportunities are favorable if employment is growing at least as fast as for the economy as a whole.

But, you would have to know the number of people competing with you to be sure of your prospects. Unfortunately, this supply information is lacking for most occupations.

There are exceptions, however, especially among professional occupations. Nearly everyone who earns a medical degree, for example, becomes a practicing physician. When the number of people pursuing relevant types of education and training and then entering the field can be compared with the demand, the outlook section indicates the supply/demand relationship as follows:

Excellent	Demand much greater than supply
Very good	Demand greater than supply
Good or favorable	Rough balance between demand and supply
May face competition	Likelihood of more supply than demand
Keen competition	Supply greater than demand

Competition or few job openings should not stop your pursuing a career that matches your aptitudes and interests. Even small or overcrowded occupations provide some jobs. So do those in which employment is growing very slowly or declining.

Growth in an occupation is not the only source of job openings because the number of openings from turnover can be substantial in large occupations. In fact, replacement needs are expected to create 70 percent of all openings between 1976 and 1985.

Finally, job prospects in your area may differ from those in the Nation as a whole. Your State employment service can furnish local information.

The EARNINGS section tells what workers were earning in 1976.

Which jobs pay the most is a hard question to answer because good information is available for only one type of earnings—wages and salaries—and not even this for all occupations. Although 9 out of 10 workers receive this form of income, many earn extra money by working overtime, night shifts, or irregular schedules. In some occupations, workers also receive tips or commissions based on sales or service. Some factory workers are paid a piece rate—an extra payment for each item they make.

The remaining 10 percent of all workers—the self-employed—includes people in many occupations—physicians, barbers, writers, and farmers, for example. Earnings for self-employed workers even in the same occupation differ widely because much depends on whether one is just starting out or has an established business.

Most wage and salary workers receive fringe benefits, such as paid vacations, holidays, and sick leave.

Workers also receive income in goods and services (payment in kind). Sales workers in department stores, for example, often receive discounts on merchandise.

Despite difficulties in determining exactly what people earn on the job, the Earnings section does compare occupational earnings by indicating whether a certain job pays more or less than the average for all nonsupervisors in private industry, excluding farming.

Each occupation has many pay levels. Beginners almost always earn less than workers who have been on the job for some time. Earnings also vary by geographic location but cities that offer the highest earnings often are those where living costs are most expensive.